

**JEFFERSON COUNTY BOARD
COMMITTEE MINUTES**

February 25, 2015

Task Force on County Operations & Organization

1. Call to Order

Meeting was called to order by Hanneman at 10:00 a.m.

2. Roll Call

Task Force Members

Members present: Kathi Cauley, Jennifer Hanneman, George Jaeckel, Ron Krueger, Russell Kutz, Steve Nass, Joe Nehmer, Timothy Smith and Susan Happ.

Others Present: Tammie Jaeger, Administration; Benjamin Wehmeier, County Administrator; Jim Schroeder, County Board Chair; Chief Deputy Jeffrey Parker; Sheriff Paul Milbrath; J. Blair Ward, Corporation Counsel; Brian Lamers, Finance Director; Steve Grabow, Community Development Agent; Supervisor Carlton Zentner and Barb Frank, County Clerk.

3. Certification of compliance with Open Meeting Law Requirements

Wehmeier certified compliance with the open meeting law.

4. Introductions

None

5. Review of Agenda

No changes

6. Public Comment

Zentner expressed confidence in this group to investigate savings for the citizens and taxpayers in the county.

7. Approval of February 13, 2015 Task Force meeting minutes

Motion by Schroeder; Second by Nass to approve the February 13, 2015 Task Force meeting minutes as printed. (Ayes-All) Motion carried.

8. Review of Audit – Sheriff's Office

Audit information was provided for the committee to review. Parker and Milbrath discussed the audit recommendations and actions in the audit and addressed questions. No action taken.

9. Follow-up on Department Audits

This item will be discussed at the next meeting. No action taken.

10. Presentation on Continuous Quality Improvement (CQI)

Cauley showed a video providing an over view of NIATx, a CQI model. She provided handouts showing some examples of CQI projects that were done in the Human Services Department. Lamers showed a Power Point presentation on LEAN, another CQI model.

11. Discussion and possible action on principle statement

This item will be discussed at the next meeting. No action taken.

12. Review information from Department Heads regarding comparable counties

This item will be discussed at the next meeting. No action taken.

13. Discuss scheduling topics for future agendas

See below.

14. Communications

- Handouts on Human Services CQI projects

15. Tentative Future Agenda Items and Meeting Dates (March 13, 2015 8:30 a.m.)

- Approval of February 25, 2015 Task Force meeting minutes (March 13th)
- Follow-up on Department Audits (March 13th)
- Overview Strategic Plan- Steve Grabow (March 13th)

- Overview of Comprehensive Plan – Rob Klotz (March 13th)
- Further discussion on CQI (March 13th)
- Revisit the audit discussions (March 13th)
- Discuss LEAN course outline (March 13th)

Future Agenda Items:

- Review future capital projects
- Review county department structure
- Review County Board Committee structure
- Report from the Finance Department on future projections – State Levy Caps
- Discussion on shared services:
 - a. Discussion with Mayors & Village Presidents regarding shared services
 - b. Department Head reports including current and potential possibilities for shared services
 - c. Discuss possible shared services with agencies outside of Jefferson County
- Discuss reports from Department Heads regarding their ideas on how things can be done better
- Presentation from other counties on their CQI process
- Information on the barriers and opportunities that may exist with combining services such as Fire and EMS – Krueger
- Possible topics presented by the Wisconsin Counties Association (WCA)

16. Adjourn

Motion made by Krueger; Second by Jaeckel to adjourn at 12:01 a.m. (Ayes-All) Motion Carried.